

HOW TO PROPERLY REPORT GROSS WAGES WHILE YOU ARE FILING FOR AND RECEIVING UNEMPLOYMENT INSURANCE (UI) BENEFITS WORKSHEET

The purpose of this worksheet is to assist you in properly reporting your gross wages and hours worked while filing for UI benefits. If you perform work and file for benefits during a given week, this worksheet can be very helpful in calculating the amount to report and also serve as a reference document if questions about your reported earnings later arise.

Please keep in mind that failure to provide true and accurate information when filing your weekly claim will result in an overpayment of UI benefits. If it is determined that you intentionally misrepresented your claim, along with having to repay overpaid monies, penalties will be imposed or criminal court action could be taken against you.

If you have questions regarding proper reporting of hours or gross wages while filing for UI benefits, or you discover you have made a mistake in your reporting, please call the Claimant Assistance Line at 1-877-214-3332.

	Claim Week Begins	February						Claim Week Ends
	Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	
Example A	8	9	10	11	12	13 Worked 6 Hrs. Earned \$48.00	14 Worked 3 Hrs. Earned \$24.00	Week Ending February 14th
Example B	15	16 Worked 4.5 Hrs. Earned \$40.50	17 Worked 4 Hrs. Earned \$36.00	18 Worked 6.75 Hrs. Earned \$60.75	19 Worked 4 Hrs. Earned \$36.00	20 Worked 4 Hrs. Earned \$36.00	21	Week Ending February 21st

EXAMPLE A: Weekly Earnings Worksheet

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E 02/14/xx
Hours Worked						6	3	9
Rate of Pay						\$8.00	\$8.00	Total To Report On Weekly Claim
Total Earned						\$48.00	\$24.00	\$72.00
Name and Address of Employer(s)	John's Deli 321 "B" St. Stowe, VT						John's Deli 321 "B" St. Stowe, VT	

EXAMPLE B: Weekly Earnings Worksheet

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E 02/21/xx
Hours Worked		4.5	4	6.75	4	4		23.25 (round down) 23
Rate of Pay		\$9.00	\$9.00	\$9.00	\$9.00	\$9.00		Total To Report On Weekly Claim
Total Earned		\$40.50	\$36.00	\$60.75	\$36.00	\$36.00		\$209.25
Name and Address of Employer(s)	John's Deli 321 "B" St. Stowe, VT						John's Deli 321 "B" St. Stowe, VT	

To calculate gross wages earned each day, you must multiply the total hours worked by the rate of pay. The amount that you would be required to report on your weekly claim is the grand total of all the daily earnings, along with the grand total of the number of hours worked. For Example A, you would report working a total of 9 hours and gross wages of \$72.00, regardless of whether or not you have been paid for this work. For Example B, you would report working a total of 23 hours (rounding down 23.25 hours to 23 hours) and gross wages of \$209.25, regardless of whether or not you have been paid for this work.

You will also need to enter the Week Ending (W/E) date on the chart, for the week that you are reporting gross wages for.

HOW TO PROPERLY REPORT GROSS WAGES WHILE YOU ARE FILING FOR AND RECEIVING UNEMPLOYMENT INSURANCE (UI) BENEFITS - continued

Gross Wage Calculation Worksheet

Print Name: _____ Last 4 Digits of SSN #: _____

**REPORT ALL WEEKLY GROSS WAGES WHEN EARNED, REGARDLESS OF
WHETHER OR NOT YOU HAVE BEEN PAID FOR THIS WORK.**

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E _____
Hours Worked								
Rate of Pay								
Total Earned								

▲
Total To Report On
Weekly Claim
▼

Name and
Address
of Employer(s)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E _____
Hours Worked								
Rate of Pay								
Total Earned								

▲
Total To Report On
Weekly Claim
▼

Name and
Address
of Employer(s)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E _____
Hours Worked								
Rate of Pay								
Total Earned								

▲
Total To Report On
Weekly Claim
▼

Name and
Address
of Employer(s)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	W/E _____
Hours Worked								
Rate of Pay								
Total Earned								

▲
Total To Report On
Weekly Claim
▼

Name and
Address
of Employer(s)